

Summary Description

The Executive Director (EXD) of the Evangelical Theological Society serves as the Chief Executive Officer and Treasurer of the Society. The EXD is appointed by and reports to the Executive Committee (EC). The EXD is responsible for providing support for the EC, managing the operations of the Society, managing the Society's finances, leading and managing the staff, and representing and coordinating the Society's work among the members, committee chairs, and other professional and community organizations.

Chief Executive Duties and Responsibilities

The EXD leads the Society in accordance with policies and guidelines established by the EC. This overall leadership responsibility includes:

- supporting the EC
- developing the vision for the Society's future
- executing the Society's mission
- leading and managing the staff and volunteers
- overseeing the annual meeting
- developing resources
- managing operations
- serving as managing editor for ETS publications
- developing and maintaining relationships with other societies, community groups, institutions, and partners as it relates to the mission of the Society.

Treasurer Duties and Responsibilities

The EXD manages the financial performance of the Society in accordance with policies and guidelines established by the EC. This financial management includes:

- maintaining the financial records in good order, according to generally accepted accounting practices
- developing the annual operating budget proposal for EC review, revision, and approval
- implementing the approved budget and monitoring the actual performance with respect to the approved budget
- supervising the receipt, disbursement, and investment of Society funds, ensuring the timely payment of liabilities and invoicing of accounts payable
- preparing or assisting in the preparation of the Society's annual financial statements, associated tax filings, and other financial documents necessary for the proper administration of the Society.

Qualifications and Skills

- Active full member of ETS
- Excellent administrative skills
- Ability to analyze, problem solve, and navigate complex logistical challenges
- Excellent communication skills (oral and written)
- Ability to represent the Society and its interests in public and private venues, handling sensitive and complex issues with understanding and tact
- Proven leadership skills with the ability to work with and support both paid staff and volunteers
- Experience developing, implementing, and managing budgets
- Solid technical skills, including advanced use of common office software (word processing, spreadsheet, and presentation software)
- Commitment to helping the broad spectrum of ETS members have productive, challenging, academically rigorous, theologically rich, and Christ-honoring conversations

Job Parameters

- Full-time (part-time negotiable)
- Benefits
 - 403(b)
 - Travel and professional development funds
 - Healthcare stipend
 - Life insurance
 - 4 weeks paid vacation
- Location (negotiable)
- Direct reports
 - Meeting planner
 - Member and Subscriber Care Representative(s)